

## MEETING OF THE CITY OF ZILWAUKEE PLANNING COMMISSION

February 12, 2014

The meeting was called to order at 6:00 P.M. by Chairperson K. Hyde.

Roll Call:

Present: Norm Burke, Betty Comstock, Ken Hyde, Tom Luplow, Rich Metiva and Steve Thayer.

Excused: Dennis Duro.

Also Present: Building Inspector/Zoning Administrator John Stemple and Mayor Gene Jolin.

The minutes of the December 11, 2013 meeting were considered. A motion was made by B. Comstock, supported by S. Thayer, to approve the minutes with corrections. In the first paragraph in Old Business K. Hyde asked for a volunteer for the committee that will review the new Master Plan. S. Thayer stated he would be on this committee and therefore there was no need for more discussion at the February meeting. The motion carried.

Old Business:

K. Hyde mentioned the small committee formed for reviewing the Master Plan met on February 4, 2014. The members are Adm. J. Zittel, Mayor G. Jolin, Office Manager D. Krzyzaniak, Parks & Rec. Wendy Kernstock, Planning Commission K. Hyde and S. Thayer, Resident Jason Boguslawski and Dalbier Singh, AKA Prince, business owner of Niki's on Johnson Street. Adm. Zittel explained this Committee would be helpful when applying for Grants for which a Capital Improvement Plan (CIP) is necessary. There will be an "add in" area in the Master Plan in order to add new items yearly as a goal to work towards to improve upon the City. N. Burke mentioned that according to the Planning Enabling Act a new year should be added in the Master Plan at the end of each year for the CIP. The Committee working on this will report back to the Planning Commission.

N. Burke asked the Commission members to read over their copies of Bylaws rules and procedures for Planning Commission members to discuss at the March meeting. He also mentioned the Site Plan Review policy and procedures and will check with the office to see if all the necessary information is in the updated Site Plan.

S. Thayer questioned the progress on his rezoning request of his property from Agricultural to

B-1. N. Burke mentioned "conditional rezoning" and S. Thayer will look into this.

N. Burke questioned J. Stemple regarding an occupancy permit for Charter in the Pro-Met building at the corner of Venoy and Kochville roads. There was discussion on this and J. Stemple stated no site plan review was necessary due to only a tenant change. A "tenant change" means no "use" change for the building.

New Business:

None.

John Stemple Updates:

J. Stemple mentioned the growth of the student population at Saginaw Valley State University and the need for student housing. He commented that possibly the City of Zilwaukee should look into an area designated for such housing for the future.

Audience Participation:

None.

Round Table Discussion:

N. Burke questioned some fees in the Housing Code for rentals and if homes owned by parents allowing their children to live there should be included in this fee.

The Commission members held nominations for officers for the 2014 year.

A motion was made by B. Comstock, supported by T. Luplow, to nominate K. Hyde for Chairperson. K. Hyde accepted the motion. All voted in favor of K. Hyde for Chairperson. The motion carried.

A motion was made by K. Hyde, supported by S. Thayer, to nominate R. Metiva for Vice Chairperson. R. Metiva accepted the nomination. All voted in favor of R. Metiva for Vice Chairperson. The motion carried.

A motion was made by K. Hyde, supported by R. Metiva, to nominated N. Burke for secretary. N. Burke accepted the nomination. All voted in favor of N. Burke for secretary. The motion carried.

A motion was made by T. Luplow, supported by B. Comstock, to adjourn. The motion carried. Meeting adjourned at 7:30 P.M. The next meeting will be on March 12, 2014 at 6:00 P.M. This is the second Wednesday of the month.

Respectfully Submitted,

Carole Inman, Recording Secretary